



## **REQUEST FOR PROPOSALS FOR PROSECUTORIAL SERVICES**

The Town of Springerville is soliciting proposals to provide general municipal and prosecutorial legal services. Firms may submit proposals for either or both, provided that proposals clearly state the scope of the submittal.

### **Prosecution**

The duties of the prosecutor include:

- Acting as the legal counselor and advisor of the police and other town officials, regarding misdemeanor and civil violations;
- Prosecuting all misdemeanor and civil violations of the Town of Springerville Municipal Code; and
- Prosecuting all statutory misdemeanors and civil or criminal traffic violations for the Town of Springerville Police Department.

### **Content of Proposal Package**

1. The firm's name, along with the name and contact information (telephone, fax, email, mailing address) of the individual who will be the Town's primary contact within the firm.
2. A brief description of the firm's experience and expertise in general legal services to governmental entities and/or prosecutorial experience.
3. A list of similar services provided to organizations in the last three years and points of contact for references.
4. Staff qualifications, (e.g., attorney, paralegal, legal secretary, etc.) available to the Town; including resumes of key personnel who will be assigned to the Town.
5. A fee proposal summarizing all fees and costs associated with meeting the Town's needs, including, but not limited to, rates for meeting attendance, hourly rates for general legal and prosecutorial services, travel expenses, and miscellaneous fees.
6. The firm's assurance that this work will not result in a conflict of interest.
7. A statement regarding the firm's capacity and ability to respond to the Town's needs and requests in a timely manner if selected.

### **Evaluation of Statements of Qualifications and Experience**

A committee of at least three Town staff/council members will evaluate the proposals. This evaluation process may take up to 15 calendar days. The following criteria and weighted scores form the basis for the evaluation.

| <b>Criteria</b>   | <b>Weight</b> |
|---|---------------|
| Personnel qualifications and experience in municipal legal services       | 25            |
| Firm's experience with general municipal and prosecutorial legal services | 25            |
| Record of fulfilling requests and needs in a timely fashion               | 25            |
| References  | 25            |

### **Interviews**

The Town may choose to conduct personal interviews as part of the selection process. The Town will determine the firms to be interviewed and will do its best to be accommodating in terms of interview dates and times. The format of the interview will be as follows: Firm Set-up-10 minutes; Firm presentation-20 minutes (maximum); Question and Answer-15 minutes. Please notify staff in advance if the presentation will include a PowerPoint.

### **Submittal of Proposals**

**One original and three copies** of the submittal shall be provided. Fax submittals will not be accepted. The outside of the submittal package shall be labeled, "RFP FOR LEGAL SERVICES"

The submittals must be presented at:

Town of Springerville  
City Clerk's Office  
418 E. Main St.  
Springerville, AZ 85938

Submittals shall be accepted at the City Clerk's Office, 418 E. Main St., Springerville, AZ until 2 p.m. MST, Tuesday, May 25, 2011. **Late submittals will not be considered.**

Additional information may be obtained from the Town Clerk at (928) 333-2656.

---

Steve West  
Town Manager